

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-195 **Issue Date:** 11-05-14 **Closing Date:** 11-19-14

Administrative Assistant
Water Code Administration
Department of Administration
Hourly Wage: \$14.56/Regular/Full-Time

Provides Clerical and bookkeeping support to the Water Code Administration Program. Is responsible to maintain a comprehensive records management system for the program. Greets and provides assistance to the public. Answers telephones and directs calls accordingly. Processes administrative program reports and general correspondences. Serves as the alternate Permit Writer in the absence of the primary and will be responsible to accept payments, make deposits, and post to proper accounts accordingly. Provides assistance to prepare annual budget. Maintains budget cuff accounts and ensures account numbers & cost codes are correct with fiscal information, Prepares requisitions, purchase orders and travel documents as needed. Maintains records on all sensitive and capital equipment. Maintains staff timesheets and leave audits. Prepares payroll actions as needed. Required to manage operation of the office independently and responsibly in the absence of program staff. Become familiar with the Yakama Nation Water Code, Title 60, and Yakama Nation Law & Order Code, And tribal resolution Nos. GS-01-93 & T160-92.

Knowledge, Skills and Abilities:

- Knowledge of professional office practices and procedures.
- Ability to work independently and responsibly.
- Skill in use of a computer and various software.
- Knowledge of Bookkeeping principles, theories, concepts and terms.
- Ability to learn J.D. Edwards and software systems.
- Ability to learn and understand specialized and technical terminology used in daily program operation.
- Ability to learn and understand program mission, goals and objectives.
- Ability to follow and act on verbal or written instructions accurately and timely.
- Ability to follow through on work assignments and establish effective working relationships.

General Recruiting Indicators:

- High School diploma or equivalent AND two years of progressively responsible bookkeeping or accounts maintenance experience OR demonstrated experience as an Administrative Assistant OR two years experience as an Office Assistant V.

Necessary Special Requirements:

- Must possess a valid Washington State Driver's License and ability to obtain a tribal drivers permit.
- Must pass a drug and alcohol test.